

Customer Service  
Tax and License Registration

Telephone: (480) 312-2400  
Fax: (480) 312-4806  
Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



Office Locations

7447 E Indian School Rd., Ste 110  
Scottsdale, AZ 85251  
Or  
9379 E San Salvador, Ste 100  
Scottsdale, AZ 85258

## **AUCTIONEER REQUIREMENTS**

**FEES: \$25.00 Each Auction**  
**\$29.00 Record Check per person**

Be sure to read the Secondhand Dealers, Pawnbrokers, and Auction Houses ordinance and General Provisions ordinance available at the City of Scottsdale, Tax and License Registration office, **prior** to applying.

1. Application must be made, a minimum of, 30 days prior to the event or start of business.
2. If the applicant is responsible for paying the tax, a Scottsdale Transaction Privilege Sales Tax license is required. A secondhand license may also be required.
3. A license will not be issued if:
  - a. The applicant or the company's controlling person(s) which include owners, partners, officers, and agents have been convicted of a criminal action that would be grounds for denial; or as provided in Article 1 of this chapter.
  - b. If applicable, the corporation is not qualified to transact business in Arizona.
  - c. The applicant is delinquent in payment to the city of any taxes, fees, fines, or penalties imposed upon the applicant or arising out of any other business activities owned or operated by the applicant and licensed by the city.
4. Any licensee transacting and carrying on business, but not at a fixed place of business in the city, shall keep the license upon their person at all times while transacting and carrying on the business for which it was issued. The licensee shall display the license upon request to do so by any law enforcement officer of authorized city employee
5. Fees paid when application is made are non-refundable and non-transferable.